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Approved For Release 2003/12/03 : CIA-RDP84-00951R000400010010-8

29 May 1947

MEMORANDUM TO: Chief, Near East/Africa Branch, ORE

SUBJECT: Cooperation Between Reference Branch and Other ORE Branches

1. Due to the well known difficulties of space and personnel limitations the Reference Branch has been delayed in assuming the functions assigned to it. However, shortly after the Reference Branch is moved to "M" Building on or about 4 June 1947, additional space and an influx of personnel will allow the Reference Branch to make greater strides toward carrying out its mission.
2. The Reference Branch is composed of six units:

Central Index The Central Index is primarily concerned with recording and indexing classifications and bibliographic detail of all available intelligence documents including records of intelligence information and intelligence material which is deposited elsewhere, but available to CIG on inter-library loan or on a direct procurement basis. The Central Index will prepare selected bibliographies, lists and abstracts of documents as requested.

Intelligence Documents This unit is the CIG reference library, servicing primarily ORE and the other CIG offices, and as may be required the IAB agencies and other approved offices. The library will maintain (1) a reading room where current newspapers and periodicals needed for intelligence purposes, plus standard reference works, such as dictionaries, encyclopedias, statistical yearbooks on foreign countries, etc. will be at the disposal of CIG staff members and other approved individuals; (2) a collection of MA, NA and State Department intelligence reports, plus our own CIG reports; (3) a file of economic, political, cultural and other published documents requested for intelligence purposes. It will be possible for the librarians to select a document on request or to have the Central Index process its file for groups of documents relating to projects being undertaken. In other words, documents will be made available either as a result of a broad request based upon a new project to be undertaken or on a specific request for a document by CIG number, source-agency number, or title.

Graphic Materials The Graphic Materials part of the Reference Branch will include reference files of films, photographs and maps and will maintain

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records of the existence and location of similar graphic materials available to CIG.

3. It is requested that material received by the Branches through the Information Control Unit or direct, and marked for the library, plus that additional material which the Branches would like to send to the library for filing purposes will be checked and taken off the hands of the persons responsible in each Branch as soon as possible after Reference Branch has moved to "M" Building. If persons now being held by P&A are entered on duty within two weeks after the move is effected the Reference Branch will be ready to assist the ORE units Branch by Branch to clear out their files, and advise and assist them in putting that remaining material which must be maintained in the Branches in order, if such assistance is deemed necessary.

4. The Branches will be assisted at that time by qualified personnel from the Reference Branch. It is expected that this procedure will be in operation by about 1 July 1947. After this visit has been concluded with each Branch, it is anticipated that a regular flow of library material to and from the Reference Branch will be activated.

5. The library will carry out the complete classification of intelligence documents coming into CIG, thus it is not essential, at this time, for the other ORE Branches to analyze their material received in terms of classifying it and breaking it down for recording in the different units within the Reference Branch. However, any noteworthy item, inaccurate or outright false statement should be brought to the attention of the Reference Branch after it is established in "M" Building.

6. I would be glad to meet with you and/or any members of your staff at any time that you may see fit to discuss problems relating to this memorandum or other activities of the Reference Branch.

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Reference Branch, ORE

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